

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**July 28th 2015**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, July 28th, 2015.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Rick Ramirez

Tony de Nicola, Maryann Hedaa and Stephanie Saroki de Garcia were not present. School faculty in attendance were Ms. Kopro and Mr. Martinez. Seth Whetzel from Seton Education Partners and Sheila Mulcahy from Brilla College Preparatory were also in attendance.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:04PM (EST).

The first order of business was the approval of the minutes from the June 16<sup>th</sup>, 2015 board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved pending changes.

The next orders of business were updates on finances, academics, and current enrollment for 2015-2016. The board was led through updates by Ms. Kopro and Mr. Martinez. Ms. Kopro pointed out flags and concerns regarding norming, standards and the current curriculum. The board followed up with questions, however the discussion was tabled and pushed forward by Mr. Hamilton. The next orders of business were third party feedback and exit interview feedback. Ms. Kopro led the board through the current plans for staffing and exiting feedback at Brilla. Sheila Mulcahy then led the board through term limit renewal, which was unanimously approved by the board. The board was then led through a Brilla growth update by Seth Whetzel.

Upon motion duly made, seconded and carried, the meeting was adjourned at 6:03PM.

Respectfully submitted,

Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**August 25th 2015**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, August 25th, 2015.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Rick Ramirez

Tony de Nicola, Maryann Hedaa and Stephanie Saroki de Garcia were not present. School faculty in attendance were Ms. Kopro and Mr. Martinez. Seth Whetzel from Seton Education Partners and Sheila Mulcahy from Brilla College Preparatory were also in attendance.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:03PM (EST).

The first order of business was the approval of the minutes from the July 28<sup>h</sup>, 2015 board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved pending changes.

The next orders of business were updates on head of school report, finances, and FY2016 financial policies and procedures. The board was led through updates by Ms. Kopro and Mr. Martinez. After discussion led by Sheila Mulcahy, and upon motion duly made and seconded, the board unanimously approved changes to the financial policy and procedures. The next orders of business were state of the school update. Sheila Mulcahy then led the board through a compliance memo and adjustments moving forward. The board was then led through a Brilla growth update by Seth Whetzel. Sheila Mulcahy then led the board through the process for the 2015 SED check in visit and updates on a new school coming to the area.

Upon motion duly made, seconded and carried, the meeting was adjourned at 5:52PM.

Respectfully submitted,

Rick Ramirez,  
Secretary

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**September 23, 2015**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, September 23 2015.

The following directors were present:

1. Scott Hamilton
2. Tony de Nicola
3. Stephanie Saroki de Garcia

Maryann Hedaa, Eric Eckholdt, Brother Brian Carty and Rick Ramirez were not present. School faculty in attendance were Mrs. Mulcahy, Ms. Kopro and Mr. Martinez. Seth Whetzel from Seton Education Partners was also in attendance.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:01PM (EST).

The first order of business was the approval of the minutes from the August 25th, 2015 board meeting, which was postponed to October.

The next orders of business were updates on academics and finances by Ms. Kopro and Mr. Martinez. Sheila Mulcahy presented a new credit card policy to be added to the FPP. The board postponed the vote on this topic to October. Ms. Mulcahy then presented the school's plan for the addition of operations personnel this school year. The board was then led through a Brilla growth update by Seth Whetzel.

Upon motion duly made, seconded and carried, the meeting was adjourned at 5:44PM.

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**October 13<sup>th</sup>, 2015**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, October 13<sup>th</sup>, 2015.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Rick Ramirez
5. Stephanie Saroki de Garcia

Tony de Nicola and Maryann Hedaa were not present. School faculty in attendance were Ms. Kopro and Mr. Martinez. Seth Whetzel from Seton Education Partners and Sheila Mulcahy from Brilla College Preparatory were also in attendance.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:05PM (EST).

The first order of business was the approval of the minutes from the August 25<sup>th</sup> board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved. The motion was then made for Eric Eckholdt to serve as acting secretary during times when Rick Ramirez would be absent. Upon motion duly made and seconded, the motion was approved unanimously. A motion was then made for changes to Brilla's credit card for FPPM, which was seconded and unanimously approved. The next order of business was the approval of the minutes from the September 23<sup>rd</sup> board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved.

The next orders of business were updates on head of school report, projected 5-year budget, discussion of CMO creation and a Brilla growth update. The board was led through updates by Ms. Kopro and Mr. Martinez. Sheila Mulcahy then led the board through a CMO creation discussion in preparation for next months vote. The board was then led through a Brilla growth update by Seth Whetzel.

Upon motion duly made, seconded and carried, the meeting was adjourned at 6:33PM.

Respectfully submitted,

Rick Ramirez,  
Secretary

**Minutes**  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**November 18<sup>th</sup>, 2015**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, November 18<sup>th</sup>, 2015.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony de Nicola
4. Scott Hamilton
5. Rick Ramirez
6. Stephanie Saroki de Garcia

Maryann Hedaa was not present. School faculty in attendance were Ms. Kopro and Mr. Martinez. Seth Whetzel from Seton Education Partners and Sheila Mulcahy from Brilla College Preparatory were also in attendance.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:03PM (EST).

The first order of business was the approval of the minutes from the October 13<sup>th</sup> board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved. The next order of business was a discussion and vote regarding a Brilla CMO led by Sheila Mulcahy. Upon motion duly made, seconded and unanimously carried, the motion was passed.

Resolution: The Brilla College Prep Board of Directors hires Seton Education Partners to serve as the Charter Management Organization of its schools subject to their approval of a forthcoming legal contract that will outline the specifics of the relationship.

The next orders of business were updates on head of school report, finances, Executive Director update and a finance committee update. The board was led through Brilla updates by Ms. Kopro and Mr. Martinez. Sheila Mulcahy then led the board through Executive Director and finance committee updates and discussion of a current candidate.

Upon motion duly made, seconded and carried, the meeting was adjourned at 5:38PM.

Respectfully submitted,

Rick Ramirez,  
Secretary

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**December 16<sup>th</sup>, 2015**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, December 16<sup>th</sup>, 2015.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Stephanie Saroki de Garcia

Maryann Hedaa, Rick Ramirez and Tony di Nicola were not present. School faculty in attendance were Mrs. Mulcahy, Ms. Kopro and Mr. Martinez.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:05PM (EST).

Mr. Hamilton proposed that the November 2015 board meeting minutes be updated to reflect Mrs. Saroki and Mr. Hamilton's recusal from voting on the Brilla CMO decision. Upon motion duly made, seconded and unanimously carried, the November 2015 minutes were approved.

Ms. Kopro led the board through updates on Brilla's Thanksgiving food drive, parent-teacher conferences and family satisfaction surveys. Ms. Mulcahy then led a discussion on community engagement efforts and an update on the search for a school leader fellow.

The motion was then made for Brother Brian Carty to serve as acting secretary during times when Rick Ramirez would be absent, specifically for the purposes of signing documents related to Seton Education Partners' lease re-finance.

The Board of Directors went into executive session at 5:42pm and subsequently adjourned.

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**January 20, 2016**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, January 20<sup>th</sup>, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Stephanie Saroki de Garcia

School faculty in attendance were Mrs. Mulcahy, Ms. Kopro, Mr. Martinez, Ms. Apfel, Mrs. Valle, Mrs. Castillo.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:07PM (EST).

Mr. Hamilton proposed that the December 2015 board meeting minutes be approved. Upon motion duly made, seconded and unanimously carried, the December 2015 minutes were approved.

Mr. Eckholdt led the board through his review of the school's 2015 Form 990, and moved to approve it. Upon motion duly made, seconded and unanimously carried, the motion was approved.

Mr. Martinez reviewed year-to-date financials and full-year projections for fiscal year 2016.

Ms. Kopro then led a productive conversation on the possibility of extending the co-teaching model into 4<sup>th</sup> grade. After discussing various pros and cons to the proposal, the school will continue to consider the possibility and make a determination prior to the start of Brilla's hiring season for next year.

Ms. Mulcahy updated the board on a series of school visits from the Superintendent of Schools of the Archdiocese of New York, the NYC Coalition of Community Charter Schools and the Tortora Sillcox Family Foundation.

The meeting the adjourned at 6:10pm.

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**February 10, 2016**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, February 10<sup>th</sup>, 2016.

The following directors were present:

1. Scott Hamilton
2. Stephanie Saroki de Garcia
3. Eric Eckholdt
4. Tony di Nicola
5. Maryann Hedaa
6. Rick Ramirez

School faculty in attendance were Mrs. Mulcahy, Ms. Kopro, Mr. Martinez, and Ms. Apfel.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:01PM (EST).

Mr. Hamilton proposed that the January 2016 board meeting minutes be approved. Upon motion duly made, seconded and unanimously carried, the December 2015 minutes were approved.

Ms. Kopro gave the board a “State of the School” update on academic performance broken down by subpopulations of Special Education and English Language Learners. The update included student and staff retention, family engagement and employee satisfaction metrics.

Subsequent to a discussion on academic performance of Brilla’s Special Education population, Ms. Apfel gave the board an overview of Brilla’s Special Education department. She presented a breakdown of the school’s SPED department staffing model, a summary of Brilla’s SPED student population by category, and services offered to meet the needs of those students.

Ms. Mulcahy gave updates on the progress of Brilla’s new SUNY charter application as well as an updated related to facility funding for the new school.

Seth Whetzel went through further progress updates on the SUNY charter application and facilities updates for both Brilla Mott Haven’s middle school as well as preliminary facility plans for the new charter elementary school.

The meeting the adjourned at 6:04pm.

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**March 9, 2016**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, March 9<sup>th</sup>, 2016.

The following directors were present:

1. Scott Hamilton
2. Stephanie Saroki de Garcia
3. Eric Eckholdt
4. Tony di Nicola
5. Maryann Hedaa
6. Brother Brian Carty

School faculty in attendance were Mrs. Mulcahy, Ms. Kopro, Mr. Martinez, Ms. Apfel, Ms. Mrs. Valle and Mrs. Castillo.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:06PM (EST).

Mr. Hamilton proposed that the February 2016 board meeting minutes be approved. Upon motion duly made, seconded and unanimously carried, the February 2016 minutes were approved.

Mr. Martinez gave the board an update on year-to-date financials as of January 2016.

The board treasurer, Mr. Eckholdt, then presented Brilla's FY2017 budget. Upon motion duly made, the board unanimously approved the FY17 budget.

Ms. Kopro then briefed the board on academic performance following the administration of the mid-year NWEA assessment for Math and ELA. Ms. Kopro discussed the school's current standing in relation to growth goal achievement and average percentile ranking versus all NWEA schools. The update also included a discussion on the programmatic changes that the school made to the ELA program in response to trends that leadership identified at the end of last year.

Mrs. Mulcahy informed the board of the school's consideration of a new financial management service provider for FY17. She also briefed the board on a recent visit from a potential funder during the month of March.

Lastly, upon motion duly made, seconded and unanimously carried, the board voted to add Karina O'Connor to the Board of Directors of Brilla College Preparatory Charter School.

The meeting the adjourned at 6:01 pm.

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**April 21st, 2016**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Thursday, April 21st, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Tony de Nicola
4. Scott Hamilton
5. Rick Ramirez
6. Stephanie Saroki de Garcia

Maryann Hedaa was not present. School faculty in attendance were Ms. Kopro, Mr. Martinez and Ms. Castillo. Sheila Mulcahy from Brilla College Preparatory was also in attendance.

Mr. Hamilton, serving as Chair, called the meeting to order at 11:30AM (EST).

The first order of business was the approval of the minutes from the March 9<sup>th</sup> board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved. The next orders of business were financial updates from Gerson Martinez and a head of school update by Ms. Kopro. The board discussed strategies and best practices regarding a potential summer slide concern for Brilla students.

The next order of business was the Executive Director update by Ms. Mulcahy. Ms. Mulcahy led the board through updates on the current charter application process, school leader fellows and an upcoming grant award.

Upon motion duly made, seconded and carried, the meeting was adjourned at 12:07PM.

Respectfully submitted,

Rick Ramirez,  
Secretary

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**May 11th, 2016**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Wednesday, May 11th, 2016.

The following directors were present:

1. Brian Carty
2. Eric Eckholdt
3. Scott Hamilton
4. Stephanie Saroki de Garcia
5. Mary Ann Hedaa

School faculty in attendance were Mrs. Mulcahy, Ms. Kopro, Mr. Martinez and Mr. Larsen.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:04pm (EST).

The first order of business was the approval of the minutes from the May 11<sup>th</sup> board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved. The next orders of business were updates from the head of school by Ms. Kopro. Ms. Kopro provided updates on another successful round of parent teacher conferences, the school's plans to collect data on summer plans to better inform decisions around academic support during summer months, and lastly she provided a hiring update.

The next order of business was the Executive Director update by Ms. Mulcahy. Ms. Mulcahy gave updates on Brilla's growth and on the year-end evaluation process for the head of school.

Upon motion duly made, seconded and carried, the meeting was adjourned at 6:00PM.

Respectfully submitted,

Rick Ramirez,  
Secretary

***Minutes***  
**Meeting of the Board of Directors**  
**Brilla College Preparatory Charter School**  
**June 14th, 2016**  
**Brilla College Preparatory, 413 East 144<sup>th</sup> Street, Bronx, NY**

The Board of Directors of the Brilla College Preparatory Charter School met for a regular meeting on Tuesday, June 14th, 2016.

The following directors were present:

1. Eric Eckholdt
2. Tony de Nicola
3. Scott Hamilton
4. Rick Ramirez
5. Stephanie Saroki de Garcia

Brian Carty and Maryann Hedaa were not present. School faculty in attendance were Ms. Kopro and Mr. Martinez. Sheila Mulcahy from Brilla College Preparatory was also in attendance.

Mr. Hamilton, serving as Chair, called the meeting to order at 5:00PM (EST).

The first order of business was the approval of the minutes from the May 11<sup>th</sup> board meeting. Upon motion duly made, seconded and unanimously carried, the minutes were approved. The next orders of business were financial updates, including budget revisions and a dashboard overview from Gerson Martinez. Upon motion duly made, seconded and unanimously carried, the FY17 budget revisions were approved.

The next order of business was a head of school update by Ms. Kopro and the Executive Director update by Ms. Mulcahy. Upon motion duly made, seconded and unanimously carried, the complaint and discipline policies were unanimously approved. The board then discussed upcoming term limits, and upon motion duly made, seconded and unanimously carried, term limits for three board members were approved and extended.

Upon motion duly made, seconded and carried, the board meeting entered executive session at 5:45PM.

Respectfully submitted,

Rick Ramirez,  
Secretary